

## **11.2 Fire Emergency Evacuation Procedure**

### **Please refer to our Health and Safety Policy for Fire Safety Policy**

There is an emergency evacuation procedure written specifically for each of our settings and this is displayed in all areas, including Personal Emergency Evacuation Plans (PEEP) for those children and staff with additional needs that may need further support when evacuating.

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Points.

### **The Lloyd Park Centre**

When the fire alarm is activated staff have the following responsibilities:

#### **Senior Manager (Also designated Fire Warden)**

- Evacuate the setting at the closest exit.
- As you exit, close doors behind you.
- Check with Fire Marshalls at each assembly point that all occupants have evacuated across the whole site (including Grow Wild and Community spaces). If anyone is missing, work with other fire wardens to systematically search the building and cover all areas. If a situation seems too dangerous do not enter an area and prioritise your own safety. If you are unable to locate them, inform emergency services of their last known location.
- Await the Fire Brigade, inform them where the alarm panel is situated and which zone is activated.
- Call 999 if they do not arrive within 10 minutes.

#### **Senior Staff in the Nursery**

- Check toilets and ensure the area is evacuated.
- Collect Personal Evacuation Plans and registers.
- Evacuate the building at the closest exit, ensure doors are closed behind you.
- Call the register and ensure children have evacuated.
- Inform the Fire Warden (Senior Manager) of any missing persons.

#### **Administration Team**

- Admin to check toilets and staffroom.
- Take out emergency contact folder.
- Admin to take delivery gate key. Key to be placed in folder.
- Admin to take out visitor signing in sheet and check all visitors have exited.
- Admin to take staff signing in sheet out and check all staff have exited.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Do Not Run

Do Not Collect Personal Belongings.

**In the event of a planned drill or test we MUST contact the Town Hall and inform them 0208 496 4440**

### **Emergency Services Response:**

- Firefighters assess and extinguish the fire.
- Paramedics provide medical assistance if necessary.
- The police may secure the area if arson is suspected.

### **Immediately after emergency evacuation procedure takes place:**

After an emergency evacuation has taken place the Senior Leader (who took overall responsibility during the evacuation) must complete the Fire Alarm Testing Log Book and Fire Evacuation Drill document located in the folder titled 'Fire Risk Assessment' held in the main reception office. Senior will set any appropriate actions and monitor and review progress.

### **Posters Displayed across LPC:**

#### **Reception Evacuation Procedure**

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### **On the alarm being raised:**

1. Collect:
  - Children's Emergency Contact Details
  - Key for gates (located in Emergency Contact Folder)
  - Staff signing in sheet
  - Visitors Book
  - A mobile phone
2. Check the fire alarm panel to locate the area where the alarm has been activated.



3. Evacuate the building at the closest exit.



4. As you exit, close doors behind you (last person)
5. Admin team to account for all staff and visitors at each assembly point.
6. Unlock gates at assembly points.
7. Meet at Assembly Point inside front entrance gate.



8. Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

#### **Grow Wild Fire Procedure**

Anyone who discovers a fire should raise the alarm immediately using the closest Fire Alarm Call Point.

#### **On the alarm being raised:**

1. Evacuate the building at the closest exit.



2. Meet at Assembly Point inside side entrance gate.



3. Admin team to account for all staff and visitors.
4. Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

#### **Main Kitchen Fire Procedure**

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### **On the alarm being raised:**

1. Turn off any cooking equipment
2. Evacuate using the nearest fire exit



3. As you exit, close doors behind you (last person)
4. Meet at Assembly Point by the delivery gate



5. Admin team to account for all staff and visitors
6. Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

#### Baby Room Fire Procedure

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

1. Senior Practitioner collects Register and Personal Evacuation Plans
2. Pick up to 4 babies into the fire evacuation cot
3. Evacuate the building through the closest exit



4. Escort the children to the Fire Assembly Point in the garden



5. Senior Practitioner ensure the area is evacuated and doors are closed behind you
6. Senior Practitioner call the register
7. Admin team to account for all staff and visitors
8. Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

#### 2-5's Area Fire Evacuation Procedure

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

1. Senior Practitioner collect Registers and Personal Evacuation Plans
2. Evacuate the building through the closest exit



3. Escort the children to the Fire Assembly Point in the garden



4. Senior Practitioner ensure the area is evacuated and ensure doors are closed behind you
5. Senior Practitioner call the register
6. Admin team to account for all staff and visitors
7. Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

#### Community Space Fire Evacuation Procedure

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point



#### On the alarm being raised:

1. Senior Practitioner or Community Services Facilitator collect Registers and Personal Evacuation Plan
2. Evacuate the building through the closest exit



3. Escort the children and adults to the Fire Assembly Point in the garden



4. Senior Practitioner or Community Services Facilitator ensure the area is evacuated and ensure doors are closed behind you
5. Senior Practitioner or Community Services Facilitator call the register
6. Admin team to account for all staff and visitors
7. Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

#### Staff Room/ Family Room Fire Evacuation Procedure

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

1. Evacuate the building at the nearest fire exit.



2. Meet at Assembly Point in the back playground.



3. Admin team to account for all staff and visitors.

Do not run

Do not collect personal belongings

## The Higham Hill Centre:

**When the fire alarm is activated staff will have responsibility as follows:**

### **Senior Management on site: -**

- Check fire alarm panel, locate the area where the alarm has been activated.
- Ensure all fire doors are closed
- Evacuate the building at the first fire exit
- Check with fire marshals all occupants are out at the assembly point
- Meet fire wardens at the assembly point situated in the delivery goods area/back of the nursery
- Await the Fire Brigade, **inform them where the alarm is triggered.**
- Call 999 if they do not arrive
- Liaise with LBWF Lead to ensure we report back to them and follow any instructions given.

### **Lead Person in the Nursery Areas: -**

- Check all children/staff have evacuated the nursery
- Check toilet area/ garden
- Collect the registers from the area and grab the emergency exit gate key from the side of the doorway.
- Collect care plans for children/staff where appropriate
- Escort children and adults to the fire assembly point. Baby Room utilise Fire Cot (if children are located within the building) to transport Babies to Fire Evacuation Point.
- Take registers and inform fire warden of any missing persons

### **Downstairs Administration Team**

- Admin to check lobby.
- Take out emergency contact folder.
- Admin to take out visitor signing in sheet and check all visitors have exited.
- Inform the Fire Warden (Senior Manager) of any missing persons.

### **Upstairs at HHC**

- Fire Marshall to check all room upstairs to ensure everyone has exited the building (if safe to do so).
- Fire Marshall to take staff signing in sheet out and check all staff have exited.
- Fire Marshall liaise with other fire marshalls and lead to ensure all building is evacuated.

Do Not Run

Do not Collect personal belongings

In the event of a planned drill or test we MUST contact the Town Hall and inform them 0208 496 4440

### **Posters Displayed across HHC:**

### Main Kitchen Fire Evacuation Procedure

**If you discover a fire or one is reported to you, or the fire alarm sounds:**

- If reported to you activate the nearest fire alarm.
- Leave the building via the kitchen fire exit door
- Walk through the wooden gate and meet at the Fire assembly point, situated in the Delivery Goods/ back entrance



- Wait for the register to be called at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

**DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS. DO NOT RUN**

### First floor Fire Evacuation Procedure

**If you discover a fire, or one is reported to you or if the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point.  
On the alarm being raised:

- Trainer or senior member of staff to collect registers.
- Escort the adults/children from the building. **DO NOT USE THE LIFT.** Use the fire exit at the bottom of staircase and meet at the assembly point: situated in the Delivery goods/ back entrance



- Higham Hill Staff to call the registers at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

**DO NOT RUN OR STOP TO PICK UP ANY PERSONAL BELONGINGS.**

### Baby Room Fire Evacuation Procedure

**If you discover a fire or one is reported to you, or the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point.  
On the alarm being raised:

- Senior member of staff to collect registers, take the padlock key, unlock the fence in the playground.



- Place up to 6 babies in the fire cot



- Escort the children from the building via the playground and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance



- Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

**Do Not Run**

**DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.**

### Reception area Fire Evacuation Procedure

**If you discover a fire or one is reported to you, or the fire alarm sounds:**

- Raise the alarm by activating the nearest fire alarm call point.
- On the alarm being raised:
- Take a mobile phone and all registers.
- Leave the building via the front entrance and meet at the assembly point: situated in the Delivery Goods/ back Entrance.



- Call the registers at the assembly point and report missing persons to the senior staff or Fire Warden who will inform a Fire Brigade Officer.

**DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.**

### 2-5 area Fire Evacuation Procedure

**If you discover a fire, or one is reported to you or if the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point.  
On the alarm being raised:

- Senior member of staff to collect registers.
- Escort the children from the building via the back entrance and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance



- Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

**Do Not Run**

**DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.**

### **Community Room Fire Evacuation Procedure**

**If you discover a fire, or one is reported to you or if the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point.  
On the alarm being raised:

- Senior member of staff to collect registers.
- Escort the children from the building through the 2-5 area via the back entrance and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance



- Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

Do Not Run  
DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

### **Family Room Fire Evacuation Procedure**

**If you discover a fire, or one is reported to you or if the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point.  
On the alarm being raised:

- Senior member of staff to collect registers.
- Escort the children from the building via the under 2 playground and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance



- Call the registers at the assembly point and report missing persons to the fire Warden/senior staff or Fire Brigade Officer.

Do Not Run  
DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

### **Immediately after emergency evacuation procedure takes place:**

After an emergency evacuation has taken place the Senior Leader (who took overall responsibility during the evacuation) must complete the Fire Alarm Testing Log Book and Fire Evacuation Drill document located in the folder titled 'Fire Risk Assessment' held in the main reception office. Senior will set any appropriate actions and monitor and review progress.

### **Grow Well Centre – Saxon Close:**

- Check setting (including toilets, office and storeroom) and ensure the area is evacuated to Fire Evacuation Point.
- Collect registers and signing in sheets.
- Evacuate the building at the closest exit, ensure doors are closed behind you.
- Call the register and ensure all on site have evacuated.
- Inform the Leading Fire Warden (Peabody) of any missing persons.

### **Short-Term Actions in event of Actual Emergency:**

#### **Notification & Communication:**

Senior Leadership Team/Centre Managers:

- Inform parents and guardians about the situation and ensure all children are accounted for.
- Notify the relevant authorities (e.g., local council, Ofsted in the UK, childcare regulatory bodies).
- Provide staff with updates and any emergency protocols.

### **Building Inspection & Damage Assessment:**

- Fire inspectors assess the cause of the fire and the extent of the damage.
- Health and safety officers determine whether it is safe to re-enter the building.
- If the premises are unsafe, temporary arrangements for childcare may be needed.

### **Emotional Support & Counselling:**

Children, staff, and parents may require emotional support following the incident.

### **Long-Term Actions:**

#### **Repairs & Restoration:**

- Structural repairs, deep cleaning, and smoke damage restoration are carried out.
- A safety review ensures all fire exits, alarms, and equipment are fully functional.

#### **Fire Safety Review & Prevention Measures:**

- Conduct a full review of fire safety protocols.
- Reinforce fire drills and staff training.
- Install additional safety measures such as fire-resistant materials or improved alarm systems.

#### **Regulatory Compliance & Reporting:**

- A formal incident report is submitted to local authorities and regulators.
- The nursery must demonstrate corrective actions to prevent future occurrences.

Procedure Name	Fire Safety and Emergency Evacuation Procedure
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This policy was developed by	The Health and Safety Team Members
These people were consulted/ involved in developing the policy	Centre Managers, SLT.
Next Review Date	June 2026